

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Employment Compliance Coordinator
Department of Human Resources

An Equal Opportunity Employer

Employment Compliance Coordinator – Department of Human Resources

\$24.09 hourly (C12), 40 hours per week

Hours are typically Monday through Friday 8:00 am to 5:00 pm

Apply by 5:00 pm on **Friday, October 16, 2020**

The Department of Human Resources is seeking a motivated professional with strong written and verbal communication skills and outstanding customer service skills to join our team.

The Compliance Coordinator is responsible for supporting the development, implementation, and monitoring of effective programs, policies, and practices to ensure all human resource functions and processes follow federal, state, and local regulatory requirement.

The ideal candidate for this opportunity will be detail oriented, a critical thinker and possess excellent organizational and time management skills.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in the Human Resources field and one-year experience
2. Associate's degree in Human Resources, Business Administration or related field and three years of Human Resources experience

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

9/25/2020
(21-29)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.